

## Southwold Enterprise Hub - Project Management Tender Specification

### Introduction

Southwold Enterprise Hub is a regeneration project in this popular seaside town. The project is part of the Southwold's Coastal Community Team Economic Plan, which seeks to create greater future economic prosperity for the town and secure the long-term sustainability of its visitor economy.

Despite its attraction for visitors, Southwold faces many challenges, including a declining and ageing population and a lack of quality employment opportunities (jobs are predominantly in retail and hospitality sectors, and can be seasonal). The business community is challenged by high rents and business rates, by the seasonality of footfall and, for non-retail businesses, there is a dearth of affordable and suitable premises; rents being inflated by demand from national retailers.

In September 2019, Southwold Town Council successfully secured a grant of £995k from the Coastal Communities Fund for the Southwold Enterprise Hub project. With an overall spend of just under £3m, the project will have two key elements, namely the development of a brownfield site in the town to provide premises for new businesses, and the creation of the Southwold Development Team to market the town and to improve the quality and economic viability of Southwold.

The capital build project must be completed by April 2022 in order to meet the requirements of the CCF and its accountable body, East Suffolk Council.

The project management role encompasses the completion of the capital project ensuring that it is on target to deliver its planned outcomes, i.e. traditional project management with a wider brief to ensure the content and quality of the overall scheme in line with the business plan.

Management of the following activities will form the majority of the role:

- Delivery of all aspects of the completed capital project to convert Station Yard to a functioning, operational Enterprise Hub
- Appointments of professionals and contractors in accordance with procurement regulations
- Communication with the public, stakeholders, grant awarding bodies and the Council
- Control of all project finances
- Progress reporting and grant drawdowns
- Monitoring and evaluation

### Experience Required

A consultant project manager is required to oversee the development of the project in its entirety and to completion. It is complex, multi-faceted, and involves interaction with a

wide variety of individuals and organisations including: town councillors and staff; members of the public, both residents and business owners; the Coastal Community Team; East Suffolk Council Economic Growth team; the media; other professionals including architects/designers, quantity surveyors, construction and decontamination contractors and funders.

The project manager/director must develop an in-depth understanding of the project complexities, developing excellent working relationships with all organisations. Outstanding communication skills will be essential.

Essential skills and experience will include:

- extensive previous experience in all aspects of project delivery including development of detailed design specifications, procurement, contractor liaison, client representation, contamination remediation, construction oversight
- high level communication and interpersonal skills including: writing reports to meet local authority and CCF reporting requirements; drafting press releases and managing other media relations (in collaboration with the Town Clerk); public speaking, including presentations in a number of different settings including public meetings and council meetings.
- project management qualifications
- strong influencing and negotiating skills
- excellent problem-solving skills
- ability to work independently, with minimum supervision, as well as work effectively as part of a team
- ability to analyse and interpret research data, particularly with regard to the current business climate
- ability to prioritise workload and demonstrate time-management skills
- ability to meet deadlines and work effectively under pressure
- ability to think logically and analytically
- ability to identify areas for service development and improvement
- financial and accounting skills to manage project budget, approve invoices in line with budgets, and process grant draw downs (in line with Council's regulations)
- tendering processes (in line with Council's regulations)
- reporting and meeting project monitoring and evaluation requirements of grant funders
- local knowledge
- computer literacy

### Scope of Work

Please see the specification set out in the tender form (enclosed)

### Timescales

The appointment will be confirmed by **Friday 11<sup>th</sup> September 2020.**

The appointment will commence on **Monday 28<sup>th</sup> September 2020**

Completion of the capital project and subsequent occupation by the first tenant(s) will mark the end of the project. This must be by **1<sup>st</sup> April 2022**.

### Key Deliverables

- decontamination of the brownfield site
- construction of the Southwold Enterprise Hub
- implementation of a monitoring and evaluation system for outputs
- implementation of a marketing plan for the Southwold Enterprise Hub
- establishment of the Southwold Enterprise Hub with a managed workspace provider in place
- management of the overall project within budget and to timescales.

### Fee

The budget for this work is £55,000 (including VAT). You will be expected to provide a budget with costs. The fee includes all costs associated in delivering the terms of this tender, which covers, but not exhaustively;

Meetings

Travel expense

Project management

Research and administration

### Contacts

Town Clerk, Lesley Beevor, Southwold Town Council, Town Hall, Market Place, Southwold.  
IP18 6EF

Email: [admin@southwoldtowncouncil.com](mailto:admin@southwoldtowncouncil.com)

### Submission Date

All communication and tenders must be received, at the office of the Town Council via email, by **Wednesday 2<sup>nd</sup> September 2020 at 10am**.

Tenders received after this time will be ineligible for consideration.

## **TENDER FORM AND SPECIFICATION**

To: **The Clerk**  
**Southwold Town Council**  
**Town Hall**  
**Market Place**  
**Southwold**  
**IP18 6EF**

### **Re: Southwold Enterprise Hub - Project Manager/Director**

#### **Specification**

The role incorporates traditional project management with a wider brief to ensure the content and quality of the overall scheme

1. Act as the day to day representative of the project owner, Southwold Town Council, liaising with Council staff, and reporting progress and escalating issues as required.
2. Oversee the progress of the project elements, managing an overall programme plan and the interdependencies between elements.
3. Support any work to secure final funding, including reviewing applications, supplying data/information as required and managing the related financial implications.
4. Liaise with all project stakeholders (Southwold Town Council, East Suffolk Council etc), ensuring requirements are met.
5. Report to the Project Board, as required, and take direction from the Project Board as the project progresses.
6. Manage all interactions with grant funder(s) and their accountable bodies, submitting progress reports and grant drawdown requests, and participating in regular reviews with appointed project monitor(s).
7. Oversee the tender process to hire additional consultants for the capital project (architect/design team, cost consultant, principal consultant, demolition & remediation contractors, construction contractors) and, with others, develop the tender documentation and processes, ensuring compliance with procurement regulations of the Council and funders.
8. Manage project budgets including control of contingency and inflation allocations, providing detailed updates as required by the Council's Responsible Finance Officer (RFO).
9. Work with the Council's RFO to ensure all invoices are processed according to statutory/legal/contractual requirements of the respective bodies and settled as promptly as possible.

10. Provide support to the RFO during annual audit(s) to ensure full reconciliation of all payments and drawdowns.
11. Attend regular site visits and meetings with designers, cost consultant, construction team(s) and approve/escalate as appropriate.
12. Manage all risks & issues, escalating as appropriate.
13. Oversee preparation of detailed design specifications for the Enterprise Hub and changes to the existing planning consents, working with consultants and project team members, to ensure that outputs can be delivered.
14. Oversee the demolition and remediation of contamination, liaising with the local authority's EPO and others, to ensure prompt resolution and signoff within project timescales.
15. Manage the development of the marketing plan and supporting media, providing input as necessary, helping to ensure that the market positioning of the Hub is in line with the overall Southwold Development Team's strategy for the town.
16. Work with advisors and others to develop a pricing plan for occupation of the Hub that will a) ensure good uptake of units and b) contribute to recovering the Council's financial investment in line with the business plan (to the extent that this is feasible in changing market circumstances).
17. Working with others, scope requirements for and procure an appropriate managed workspace provider, to undertake management of the Hub and deliver training and networking support for businesses in the town.
18. Work with consultants and project team members on detailed aspects of documentation, press releases, website content etc, to ensure that the project is accurately represented and reaches the widest possible audience
19. Be the primary contact for, and 'face' of, the project and support the communication of the project through consultations, presentations, talks, website etc, preparing content and delivering as necessary.
20. Represent the project as necessary with other bodies.
21. Develop and implement, with others as necessary, the monitoring and evaluation systems for the programme, including baseline measurements and subsequent assessments of progress against outputs, as documented in the original business plan.
22. Report regularly to/Chair the Southwold Enterprise Project team progress meetings; report to the Town Council via regular attendance at Council meetings (which are usually outside working hours).

## Submission

Please provide evidence of experience of delivering projects including those that are grant-funded and include major construction elements.

Please provide at least one reference. This must be for contract(s) undertaken of a comparable size and nature to this requirement. Please make sure your references contain the full postal address, contact name, email address and telephone number. STC reserves the right to follow up on the references provided.

Start date: **28<sup>TH</sup> September 2020**

Any specific constraints on the start date: Nil

Evaluation interviews will be held on Wednesday 9<sup>th</sup> September 2020 at Southwold Town Council Offices.

Please confirm your availability to attend on that date:

Yes  No

I/we hereby declare that I am/am not or we are/are not related to any member or officer of the Council (*please delete as necessary*).

*Name of member/officer:*

.....

*Relationship:*

.....

In signing this tender, I/we hereby acknowledge that I/we are prohibited from contacting councillors or staff to encourage or support my/our tender outside the prescribed process and confirm I/we have not lobbied any member or officer of the Council in respect of this tender (*please delete as necessary*).

*In signing this tender I/we acknowledge that, if successful at tender, we will enter into a contract with Southwold Town Council to deliver the project management role as specified in this document.*

PI insurance/public liability - confirm if you have already, and if not, if you would be willing to take it out at the required level if successful at tender.

I/we fully understand and accept that the Council is not bound to accept the lowest tender and that some parts of the work may be omitted from the contract at the discretion of the Council or deferred to a later time.

All tenders must be received at the office of the Town Council (address above) in a sealed marked envelope by **Wednesday 2<sup>nd</sup> September 2020 at 10am**. Tenders received in an unmarked envelope, by email, fax or after the deadline, will be invalid and unable to be considered.

Date of Tender: .....

**Tender Sum (inclusive of all expenses): .....**

Signature for and on behalf of tenderer:.....

Name of tenderer: .....

Business Name: .....

Address: .....

.....

Post Code: .....

Phone: .....

Email address: .....

Company form (limited company/sole practioner/LLP etc).....

Company registration no (if applicable): .....

VAT registration no (if applicable) .....

*Other things to consider:*

*PI insurance/public liability - confirm if you have already, and if not, if you would be willing to take it out at the required level if successful at tender.*

### **Grounds for Disqualification**

In order to be able to submit a bid response, all organisations **must** read the conditions of circumstances listed below and sign the declaration. This includes all members of a consortium, joint venture etc. who must each sign their individual declarations.

In accordance with Regulation 57 of the Public Contracts Regulations 2015, Applicants/organisations may be excluded from taking part in this procurement process where that Applicant/organisation:

1. Is in a state of bankruptcy, insolvency, compulsory winding up, administration, receivership, composition with creditors or any analogous state, or subject to relevant proceedings;

2. Has been convicted of a criminal offence related to business or professional conduct;
3. Has committed an act of grave misconduct in the course of business or profession;
4. Has not fulfilled obligations relating to payment of social security contributions;
5. Has not fulfilled obligations relating to payment of taxes;
6. Is guilty of serious misrepresentation in supplying information required by the contracting authority under the Public Contracts Regulations 2015;
7. Is not in possession of a licence or is not a member of the appropriate organisation where the law of the relevant State in which the organisation is established requires it; or
8. Is not registered on the professional or trade register or permitted alternative register of the relevant State in which the organisation is established.

In addition, in accordance with Regulation 57(1) of the Public Contracts Regulations 2015, Applicants/organisations will be excluded from further participation in this procurement process if that Applicant/organisation or its directors or any other person who has powers of representation, decision or control of the organization has been convicted of any of the following offences:

**(A)** Conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of GYBC Framework Decision 2008/841/JHA;

**(B)** Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906, where the offence relates to active corruption;

**(C)** The offence of bribery, where the offence relates to active corruption;

**(C1)** Bribery within the meaning of section 1 or 6 of the Bribery Act 2010;

**(D)** Fraud, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities, within the meaning of:

(i) The offence of cheating the Revenue.

(ii) The offence of conspiracy to defraud.

(iii) Fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978;

(iv) Fraudulent trading within the meaning of section 458 of the Companies Act 1985 or section 993 of the Companies Act 2006;

(v) Fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;

(vi) An offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;

(vii) Destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968;

(viii) Fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or

(ix) Making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006;

**E)** Money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002;

**(E1)** An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988;

**(E2)** An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or

**(F)** Any other offence within the meaning of Article 45(1) of the Public-Sector directive as defined by the national law of any relevant State.



**(G)** Any offence within the meaning of Modern Slavery Act 2015

Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?

If applicable are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?

An offence under ss.2 or 4 of the Modern Slavery Act 2015 is a reason for mandatory exclusion for procurement purposes.

**I/We confirm that I/we have read the above conditions and circumstances and further confirm that none applies to this organisation, its directors or any other person who has powers of representation, decision or control of the organisation.**